

Introduction

This guide was created as a supplement for ServicePoint trainings. Users must enter data in the exact order specified below. This resource does not include every navigational mouse click.

Tech Support

Contact Baltimore County's HMIS Administrator, Jason Burns, for HMIS tech support, trainings, custom reports, assessments, etc. Emails are the preferred method of contact, and will produce much faster responses than voicemails. If your HMIS tech support phone call is not answered, Do NOT leave a voicemail. Submit an email, instead.

Email: jburns@baltimorecountymd.gov

Phone: 443-208-1020

HMIS Resources Web Address

Baltimore County's HMIS website contains current HMIS information, forms, guides, and data scores. http://www.baltimorecountymd.gov/hmis

SP5 Login (Live Site)

https://sp5.servicept.com/baltimoreco

SP5 Login (Training Site)

https://sp5.servicept.com/baltimoreco demo

MANDATORY DATA ENTRY ORDER:

- 1. Click on CallPoint & Start New Call
- 2. Link w/Client & Search
- 3. Call/Caller Questions & Assessment
- 4. Save & End Call

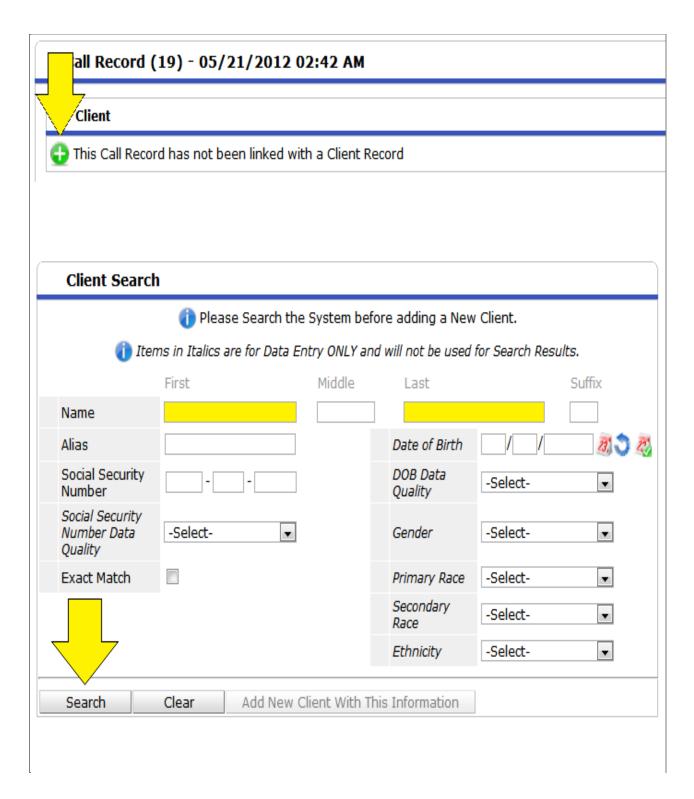


1. Click on CallPoint & Start New Call



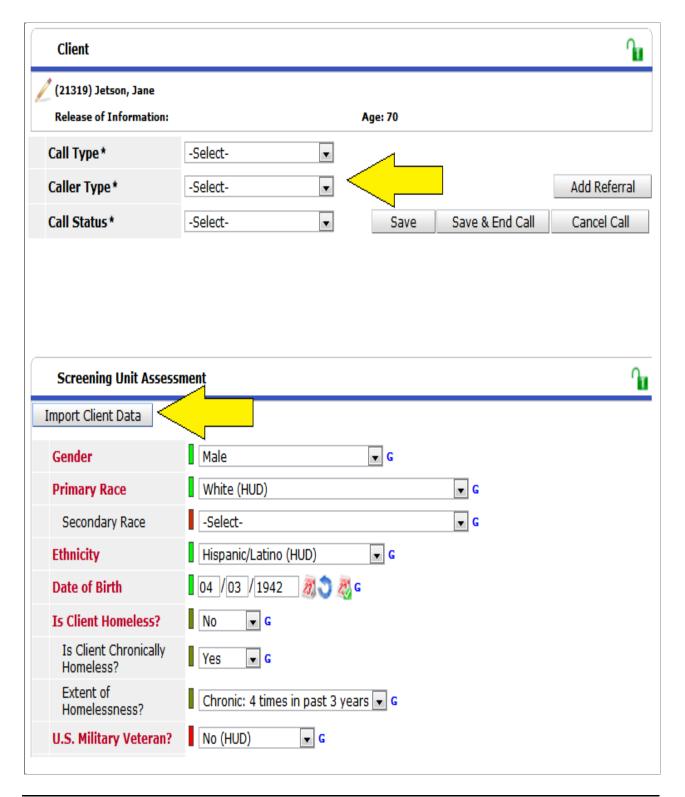


2. Link w/Client & Search





3. Call/Caller Questions & Assessment





4. Save & End Call

